

AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING

Christ Church Ministry Centre 9.30am 12th April 2016.

PRESENT: G Maitland, C Barnes, V Bullen, L Burden, M Faza, D Glennon, I Grant, I Haskell, P Jones, S Livingston, D Morley, G Roberts, I Smart, B Watkinson.

ITEM 1 WELCOME: The Chairman welcomed all present to the meeting.

ITEM 2 APOLOGIES: Apologies were received from D Latham.

ITEM 3 MINUTES OF EXECUTIVE MEETING 15th MARCH 2016:

The Minutes were accepted as a true record and signed by the Chairman.

ITEM 4 MATTERS ARISING:

The Chairman will consult Alex McMinn to ascertain the details of a grant mentioned by Alex in his presentation at the March 2016 Executive meeting.....**ACTION CHAIRMAN.**

It was agreed IH would allocate an upgraded laptop to the Secretary on a permanent loan basis.....**ACTION IH.**

The Secretary was authorised to purchase a modern desktop printer.....**ACTION PJ.**

The Chairman had contacted the Group Leaders whose correspondence had caused concern. He stressed that the Executive supported both Groups and wanted harmony in the smooth functioning of our U3A. The Chairman will circulate any further correspondence to Committee members before the next Executive meeting.....**ACTION CHAIRMAN.**

The Chairman had approached a member to discuss concerns raised about the member being a spectator at certain Group activities. The Executive reiterated that full support is given to Group Leaders in the decisions they take about the functioning of their Group.

BW is in the process of preparing the accounts for audit.

A member is considering undertaking the responsibilities of Assistant Treasurer. The member concerned is well qualified and BW would discuss the division of responsibilities with him. The F&R Committee will keep the Executive informed of developments.

It was noted with approval that new members have joined the F&R Committee.

The possibility of all members receiving a copy of "Third Age Matters" will be considered by the F&R Committee before the next Executive Meeting.....**ACTION F&R COMMITTEE.**

BW had followed up the concerns about a member on Health and Safety issues by contacting the family.

On behalf of the Executive, BW had liaised with Margaret and Willem Wiechers on issues associated with the Web Server and related matters. As a result, the following resolutions were formulated and presented to the Executive Committee by BW and all received full agreement and acceptance:

The domain name "aughton-ormskirk-u3a.co.uk" is now owned by Aughton and Ormskirk U3A.

With the permission of the current account holder, Margaret Wiechers, the account holder will become Willem Wiechers.

Willem Wiechers is IT Manager for Aughton and Ormskirk U3A and given authority to deal directly with 1 and 1.

The Treasurer will use a personal credit card to make necessary payments to 1 and 1.

The Secretary will advise the IT Manager of changes in officer details so that the embedded email addresses on the server and therefore on the website can be kept up to date.

The Website.....The IT Manager will maintain all the software and commercial packages necessary to operate and maintain the Word Press function. He will also take weekly back-ups of the web-site and investigate any security problems as or when they arise.

The Web Manager.....(content and editing) is Joyce Nolan. A team of web authors and editors will maintain the details up to date under the direction of the Web Manager.

BW undertook to inform Margaret and Willem of the full approval of the Executive and give a copy of the resolutions to Joyce Nolan.....**ACTION BW.**

SL will offer the opportunity to join the Communications Sub-Committee to Willem.....**ACTION SL.**

BW was thanked for liaising with Margaret and Willem and jointly producing the resolutions which had been agreed by the Executive Committee.

ITEM 5 CORRESPONDENCE RECEIVED:

A letter had been received drawing attention to the inappropriate location of the Welcome Desk at a particular Horizons. It was agreed that the Welcome Desk should be deeper in the room to minimise congestion around the bookstalls and member renewals. PJ will respond.....**ACTON PJ.**

ITEM 6 SITUATIONS VACANT:

Progress had been made relating to the posts of Assistant Treasurer and Coordinator of magazine distribution.

IH will discuss the role of Assistant Membership Secretary with two interested members.

LB is willing to succeed PJ as Secretary.

A Speaker Secretary will be required.

A number of nominations have been received for Trustees.

Vacancies on the Management Committee need to be filled. The Chairman expressed appreciation to all members retiring from the Executive Committee for all they have contributed so selflessly.

PJ will put another notice about existing vacancies and application forms in Enews...**ACTION PJ.**

ITEM 7 AGM AGENDA:

A copy of the proposed agenda had been circulated in advance. All the agenda items were approved.

Discussion took place about the arrangements for the Open Forum. It was agreed that it will be left to the discretion of the Chairman to decide how long the Open Forum should be allowed to continue. All business, including the Open Forum will be minuted.....**ACTION PJ.**

ITEM 8 TREASURER'S REPORT:

The Treasurer had circulated financial statements in advance of the meeting. He clarified issues raised by Committee members concerning Gift Aid and Line Dancing.

ITEM 9 MEMBERSHIP SECRETARY'S REPORT:

IH informed the meeting that there were twelve new members since the last meeting and the current membership is 1984.

He is satisfied with the operation of the renewal of membership arrangements.

The Beacon Membership system is in operation.

IH is noting the comments made by members on the renewal of membership forms. These will be circulated to Committee members for consideration in due course and will be an agenda item at a future meeting.

ITEM 10 QUERIES ON SUB-COMMITTEE REPORTS:

FINANCE and RESOURCES SUB-COMMITTEE:

Documents had been circulated in advance.

The Sub-Committee's recommendation regarding a change to the application of arrangements for hire of premises was approved unanimously. In particular, all Groups using Burscough Sports Centre will deal directly with the proprietors of the Sports Centre from July 1st 2016. DM will inform the affected Groups.....**ACTION DM.**

Scarisbrick Village Hall Committee has purchased and positioned a defibrillator.

The Musical Theatre Group budget for the November production having been accepted by the F&R Sub-Committee was noted.

SOCIAL SUB-COMMITTEE:

Minutes of meeting were circulated in advance.

VB reported that the Christmas Lunch event will be in the Ministry Centre on 16th December and the Adelphi provisional booking had been cancelled.

GROUP SUPPORT SUB-COMMITTEE:

IS thanked Committee members who helped at the New Members meeting. The event was successful but the number attending was disappointing (23 out of over 80 invitations).

The Gardening Group will need a new Leader to take over from David Blanchflower. Otherwise it is in danger of folding.

IS explained and provided evidence as to why there is no need to obtain a licence for the Wine Tasting Group. This was accepted by the Committee.

The Chairman commented that the Horizons Support Staff social evening had been well attended and successful. He thanked those members of the Committee who organised and supported the event.

COMMUNICATIONS SUB-COMMITTEE:

SL reported that a meeting is planned for 13th April which will finalise its draft policy on advertising for submission to the next Executive meeting.

SPEAKER MEETING:

MF reminded the Committee that a consultant eye surgeon will speak at the meeting on 5th May.

ITEM 11 HONORARY LIFE PRESIDENT:

The Constitution allows for the appointment of an Honorary Life President. The issues involved in such an appointment were discussed in detail to assist the Committee.

ITEM 12 SECRETARY'S NOTICES:

In view of time constraints, PJ decided she would Email any relevant information to Committee members.

DATE OF NEXT MEETING: TUESDAY 17th May in Scout and Guide HQ at 9.30am.

The meeting closed at 1pm.